



Auto Repair Shop Technician Tool & Diagnostic Scanner Audit Checklist Template 2026

Scanner Software & Firmware Verification

Ensuring all diagnostic tablets and scan tools have the latest vehicle database updates, software patches, and OS versions to ensure compatibility with 2026 vehicle models.

Last Software Update Date

Scanner Model Name

- ☐ Autel MaxiSYS
- ☐ Snap-on Zeus
- ☐ Launch X431
- ☐ Bosch Complete Diagnostic
- ☐ Other

Updated Modules Verified

- ☐ OBD-II Database
- ☐ ECU/ECM Firmware
- ☐ TPMS Software
- ☐ Hybrid/EV Module
- ☐ DTC Library

Current Firmware Version Number

Write something...

Days Since Last Update

Enter a number...

Upload Update Confirmation Screenshot

 Upload File

Technician Verification Signature

Diagnostic Hardware & Connectivity Audit

Checking the physical condition of OBD-II cables, Bluetooth/Wi-Fi adapters, communication modules, and battery health for all handheld diagnostic units.

Audit Date

Enter date...

Scanner Unit ID/Serial Number

- ☐ Scanner Unit 01
- ☐ Scanner Unit 02
- ☐ Scanner Unit 03

Connectivity Checkpoints Verified

- ☐ Bluetooth Pairing Functional
- ☐ Wi-Fi/Hotspot Connectivity Stable
- ☐ USB/OBD-II Cable Integrity
- ☐ Battery/Charging Port Functional

Current Battery Percentage of Handheld Device

Enter a number...

Hardware Damage or Connectivity Issues Notes

Write something...

Auditor Verification

Specialty Tool & Gauge Calibration

Verification of calibration dates and accuracy for torque wrenches, pressure gauges, brake testers, and specialized manufacturer-specific pullers.

Last Calibration Date

Tool Category

- ☐ Torque Wrenches
- ☐ Pressure Gauges
- ☐ Brake Testers
- ☐ Tire Pressure Gauges
- ☐ Micrometers/Calipers

Serial Number or Asset ID

Calibration Status

- ☐ Pass - Within Calibration Period
- ☐ Fail - Needs Recalibration
- ☐ Out of Service - Damaged

Upload Calibration Certificate

 Upload File

Technician Verification Signature

Hand Tool Inventory & Condition Assessment

A comprehensive review of technician toolboxes to identify missing, damaged, or worn-out essential hand tools and socket sets.

Tool Category Under Review

- ☐ Wrenches & Ratchets
- ☐
- ☐ Screwdrivers & Drivers
- ☐ Pliers & Gripping Tools
- ☐ Impact Tools

Missing or Lost Items List

Write something...

Total Number of Damaged Tools Identified

Overall Toolset Condition Rating

- ☐ Excellent
- ☐ Good
- ☐ Fair (Requires Maintenance)
- ☐ Poor (Requires Immediate Replacement)

Photo of Damaged Tool/Set

 Upload File

Technician Acknowledgment

Digital Documentation & Cloud Sync Check

Ensuring all diagnostic scan results, photos, and repair videos are correctly uploading to the shop management system and cloud storage.

Audit Completion Date

Verified Diagnostic Modules

- ☐ OBD-II Scan Reports
- ☐ Digital Vehicle Inspection (DVI) Photos
- ☐ Technician Service Notes
- ☐ Parts Invoice Attachments

Sync Status

- ☐ All Data Synchronized
- ☐ Pending Sync Errors
- ☐ Manual Intervention Required

Sync Error Logs or Discrepancies

Write something...

Service Manager Verification

Battery Tester & Electrical Testing Equipment

Testing the functional accuracy of battery testers, multimeters, and circuit testers to ensure reliable electrical diagnostics.

Last Calibration Date

Enter date...

Equipment Status

- ☐ Fully Functional
- ☐ Requires Calibration
- ☐ Needs Repair
- ☐ Out of Service

Battery Tester Battery Level (%)

Enter a number...

Tested Equipment Type

- ☐ Digital Multimeter
- ☐ Battery Load Tester
- ☐ Conductivity Tester
- ☐ Oscilloscope
- ☐ Circuit Tester

Calibration Certificate Upload

 Upload File

Technician Verification

Cleaning & Maintenance of Diagnostic Peripherals

Routine cleaning of screen protectors, charging ports, and probe tips to prevent debris buildup and hardware failure.

Scanner Screen Cleanliness Status

- ☐ Clean & Residue-Free
- ☐ Requires Cleaning
- ☐ Cracked/Damaged Screen

Cleaning Agent Used

Write something...

Peripherals Inspected

- ☐ OBD-II Interface Cables
- ☐ Diagnostic Tablet Screens
- ☐ Battery Tester Probes
- ☐ Multimeter Leads
- ☐ Charging Cables/Docking Stations

Post-Cleaning Inspection Photo

 Upload File

Date of Maintenance Performed

Enter date...

Technician Verification Signature

Technician Accountability & Tool Assignment

Verifying that all shop-provided diagnostic equipment is properly assigned to specific technicians and accounted for at the end of each shift.

Audit Completion Date

Enter date...

Technician Name

- ☐ John Doe
- ☐ Jane Smith
- ☐ Robert Brown
- ☐ Mike Wilson

Assigned Diagnostic Tools

- ☐ Handheld Scanner Unit
- ☐ OBD-II Adapter Cables
- ☐ Tablet/iPad Pro
- ☐ Battery Tester
- ☐ Multimeter

Total Number of Missing Tools

Enter a number...

Notes on Tool Damage or Discrepancies

Write something...

Technician Acknowledgment

< Previous

> Next

✓ Finish

🔧 Generate Sample Report